



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement  
# 35-2012

**OPEN TO:** All Interested Candidates  
**POSITION:** Janitress/Janitor, FSN-01\*; FP-DD\*\* (Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** July 16, 2012  
**CLOSING DATE:** July 30, 2012  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 431,007\* (Grade 01)

**ALL APPLICATIONS CAN BE SUBMITTED IN FRENCH**

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Janitress/Janitor in the Ground and Building Section.

**BASIC FUNCTION OF POSITION**

The incumbent performs a janitorial work in the Embassy and associated agency buildings. Cleans floor of offices, corridors and other assigned areas and stairways by vacuum or with a broom. Cleans restrooms, sweeping, mopping and waxing of floors; cleans, disinfects and deodorizes lavatories, commodes, and other restroom fixtures; polishes and cleans mirrors, water fountains; dusts woodwork and furniture. Replaces soap, deodorizers, towels and toilet tissues. Responsible for reporting broken windows, stopped up drain, leaking plumbing and for securing premises after the workday is completed

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion elementary school is required.
- 2. Prior Work Experience:** Six month janitorial experience is required.
- 3. Language Proficiency:** Level I English, Level II French and Arabic are required.
- 4. Other criteria:** Basic knowledge of cleaning and the use of housekeeping materials.

**5. Other Skills and Abilities:** Must be able to perform basic physical work, alone or in a group.

## **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

## **TO APPLY**

*Interested applicants for this position must submit (1) and (2) below:*

### **1. Preliminary Documentation**

- Current Resume. A current resume or curriculum vitae that provide the same information as a DS-174.
- Letter of Interest. You must attach to the letter:
  - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
  - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).

### **2. Proof of education.**

- Copies of relevant diplomas or degrees (as required) by the position.
- Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

### **3. Employment Application Form.**

- All prospective employees must complete an Embassy application form (usually the Application for Employment DS-174, available at the HR Office).
- Can be submitted if selected for an interview.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: July 30, 2012**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Janitress/Janitor, Vacancy Announcement # 35-2012

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers\_app@state.gov**